

059 - CLERK-RECORDER

Operational Summary

Mission:

The Clerk-Recorder Department's mission is to provide a reliable repository for public records and to provide efficient service to the public in a way that exemplifies the highest standard of courtesy, cost effectiveness, and ethical performance. Public records will be readily accessible to citizens/taxpayers in a convenient manner while safeguarding confidentiality and the security of those records.

Strategic Goals:

- Provide prompt and reliable service to the public.
- Enhance public records accessibility.
- Safeguard security over the public's records.

Key Outcome Indicators:

Performance Measure	2005 Business Plan Results	2006 Business Plan Target	How are we doing?
CONTINUE CUSTOMER SATISFACTION SURVEYS WHICH RATE OVERALL VALUE OF OUR SERVICE TO THE PUBLIC. What: Survey forms measure customer satisfaction and ensure we are addressing customer needs. Why: Quality customer service is our top priority.	Survey results are 99% above standard.	Survey results are targeted to be at least 99% above standard.	The Orange County Clerk-Recorder Department provides the highest level of service at the lowest cost-per-service unit of any major county in California.
THE NUMBER OF DOCUMENTS UTILIZING ELECTRONIC RECORDING. What: This measurement provides higher levels of transactions with minimal staffing increases. Why: Public has access to recorded documents within short timeframes.	475,247 documents using electronic recording were processed.	600,000 documents are targeted to use Electronic Recording.	Documents submitted via Electronic Recording are recorded within one-two hours of submittal.
NUMBER OF RECORDS CONVERTED TO ALTERNATE MEDIA TO ENSURE EASE OF ACCESS AND PRESERVATION AND SAFETY. What: This measurement is a tool to evaluate efforts to provide access and safeguard the public's records. Why: To provide added security to public records now and for future retrieval.	3.5 million recordable/vital record images transferred from microfilm to digitized images.	Over 5 million official records targeted for processing to digital images.	The Office's technology plan enhancements are on track and priority continues to be placed on security of records.

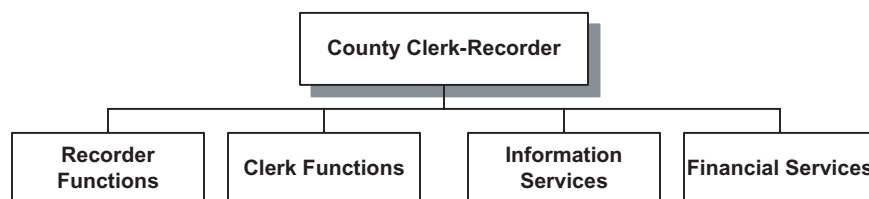
At a Glance:

Total FY 2005-2006 Actual Expenditure + Encumbrance:	9,067,159
Total Final FY 2006-2007	11,245,893
Percent of County General Fund:	0.382571%
Total Employees:	102.00

FY 2005-06 Key Project Accomplishments:

- The Clerk-Recorder Department opened a new South County branch office in the Laguna Hills Civic Center in February 2006 to better serve the growing customer base in the south Orange County Region.
- In 2006, the Clerk-Recorder department implemented a new telephone program. Our customers now have the opportunity to speak to a "live" person to assist them.
- The number of title and insurance companies, city and other government entities that record electronically has increased to 140 users.
- The total number of electronically recorded documents has exceeded 3 million since implementation in 1997.
- The Department converted approximately 3.5 million Grantor/Grantee records from microfilm to a digital format. This enhances and accelerates the retrieval, handling and processing time involved in locating a record from 20 minutes to five minutes.
- The Clerk-Recorder Department continues to serve an instrumental role in helping the California Attorney General's staff establish guidelines to certify Electronic Recording systems throughout the state.
- The department surpassed its record number of marriage ceremonies for FY 2005-2006.
- The Archives unit presented ten presentations to the Orange County Board of Supervisors on a variety of topics, including the history of various Orange County cities, the history of the county, Disneyland's 50th Anniversary and the 100th Birthday of the Orange County Register.
- The Archives unit also prepared and displayed the following two collections: The Orange County Civic Center - Past and Present, which tells the story of the development of the Civic Center, and the Orange County Archives, which included a general overview of our entire collection.

Organizational Summary



County Clerk-Administration - The Clerk-Recorder is an elected official who, with the administrative staff, directs the activities of the department in satisfying the needs of the public regarding the recordation of various real property documents, filing of birth, death and marriage records, issuing marriage licenses, and filing Fictitious Business Names and other documents.

The Archives division identifies, collects, preserves, arranges, maintains records of historical significance relevant to the County and County government, and educates the public as to their use. The Archives serves as both a repository for these unique documents and as a resource center open to the public.

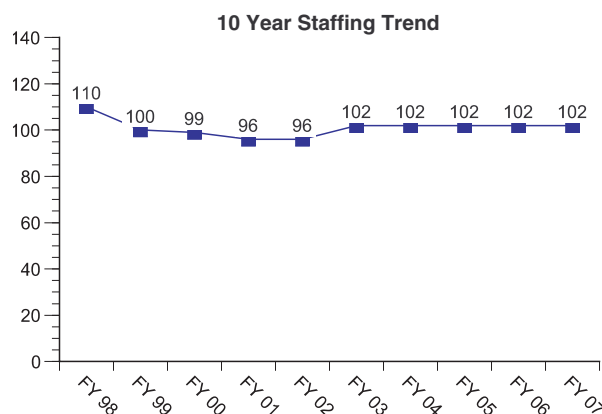
Recorder Functions - This division assists the public and title companies in recording documents pertaining to real property transactions. Included in this process is the examination of documents to determine ability to record, recording and indexing documents, and optically imaging all recorded documents for storage and retrieval.

Clerk Functions - This division is responsible for issuing marriage licenses and performing civil wedding ceremonies. It also registers Notary Publics, Process Servers, Professional Photocopiers, and Unlawful Detainer Assistants; files documents related to Fictitious Business Name registrations and Environmental Impact Reports; and produces copies of recorded documents and issues birth, death, and marriage certificates.

Information Services - This division provides technical and user support for all automated systems within the department. Staff provides short and long term automation planning, systems installation, user training, systems maintenance, and telecommunications support.

Financial Services - This division is responsible for the fiscal integrity of the department through the assessment of funding needs and fiscal issues that may impact department activities. This includes budget planning, development, monitoring and implementation; oversight of expenditures and revenues; purchasing and deposit of funds; and payroll.

Ten Year Staffing Trend:



Ten Year Staffing Trend Highlights:

- No new positions were added in FY 2005-2006.

Budget Summary

Plan for Support of the County's Strategic Priorities:

The Clerk-Recorder Department will continue to review costs of operation, maximize service to the public, and contribute revenues in excess of expenses to the County General Fund.

Final Budget History:

Sources and Uses	FY 2004-2005	FY 2005-2006	FY 2005-2006	FY 2006-2007	Change from FY 2005-2006	
	Actual Exp/Rev	Budget As of 6/30/06	Actual Exp/Rev ⁽¹⁾ As of 6/30/06	Final Budget	Actual Amount	Percent
Total Positions	102	102	102	102	0	0.00
Total Revenues	16,651,885	16,777,091	15,488,880	17,496,309	2,007,429	12.96
Total Requirements	8,756,462	10,526,675	8,585,914	11,245,893	2,659,979	30.98
Net County Cost	(7,895,423)	(6,250,416)	(6,902,966)	(6,250,416)	652,550	-9.45

(1) Amounts include prior year expenditure and exclude current year encumbrance. Therefore, the totals listed above may not match Total FY 2005-06 Actual Expenditure + Encumbrance included in the "At a Glance" section.

Detailed budget by expense category and by activity is presented for agency: Clerk-Recorder in the Appendix on page A69

Budget Units Under Agency Control:

No.	Agency Name	County Clerk-Administration	Recorder Functions	Clerk Functions	Information Services	Financial Services	Total
059	Clerk-Recorder	3,932,381	3,190,719	1,328,176	2,278,681	515,936	11,245,893
12D	Clerk Recorder's Special Revenue Fund	5,813,944	0	0	0	0	5,813,944
	Total	9,746,325	3,190,719	1,328,176	2,278,681	515,936	17,059,837

059 - Clerk-Recorder

Summary of Final Budget by Revenue and Expense Category:

Revenues/Appropriations	FY 2004-2005		FY 2005-2006	FY 2005-2006	Change from FY 2005-2006	
		Budget		Actual Exp/Rev ⁽¹⁾	FY 2006-2007	Actual
	Actual Exp/Rev	As of 6/30/06	As of 6/30/06	Final Budget	Amount	Percent
Taxes	\$ 644	\$ 0	\$ (105,166)	\$ 0	\$ 105,166	-100.00%
Licenses, Permits & Franchises	517,771	485,000	475,364	485,000	9,636	2.03
Revenue from Use of Money and Property	2,600	0	0	0	0	0.00
Charges For Services	16,123,915	14,774,776	14,661,525	13,862,812	(798,713)	-5.45
Miscellaneous Revenues	6,955	6,000	5,539	8,746	3,207	57.91
Other Financing Sources	0	1,511,315	451,619	3,139,751	2,688,132	595.22
Total Revenues	16,651,885	16,777,091	15,488,880	17,496,309	2,007,429	12.96
Salaries & Benefits	6,091,318	6,333,489	6,127,129	6,745,456	618,327	10.09
Services & Supplies	1,850,692	3,802,299	2,320,121	4,109,550	1,789,429	77.13
Fixed Assets	924,359	504,350	249,602	504,350	254,748	102.06
Intrafund Transfers	(109,908)	(113,463)	(110,939)	(113,463)	(2,524)	2.28
Total Requirements	8,756,462	10,526,675	8,585,914	11,245,893	2,659,979	30.98
Net County Cost	\$ (7,895,423)	\$ (6,250,416)	\$ (6,902,966)	\$ (6,250,416)	\$ 652,550	-9.45%

(1) Amounts include prior year expenditure and exclude current year encumbrance. Therefore, the totals listed above may not match Total FY 2005-06 Actual Expenditure + Encumbrance included in the "At a Glance" section.

Final Budget Summary of County Clerk-Administration:

Revenues/Appropriations	FY 2004-2005		FY 2005-2006	FY 2005-2006	Change from FY 2005-2006	
	FY 2004-2005	Budget	Actual Exp/Rev ⁽¹⁾	FY 2006-2007	Actual	
	Actual Exp/Rev	As of 6/30/06	As of 6/30/06	Final Budget	Amount	Percent
Taxes	\$ 644	\$ 0	\$ (105,166)	\$ 0	\$ 105,166	-100.00%
Licenses, Permits & Franchises	517,771	485,000	475,364	485,000	9,636	2.03
Revenue from Use of Money and Property	2,600	0	0	0	0	0.00
Charges For Services	15,565,800	14,126,608	14,661,525	13,214,644	(1,446,881)	-9.87
Miscellaneous Revenues	6,955	6,000	5,539	8,746	3,207	57.91
Other Financing Sources	0	1,511,315	451,619	3,139,751	2,688,132	595.22
Total Revenues	16,093,770	16,128,923	15,488,880	16,848,141	1,359,261	8.78
Salaries & Benefits	945,498	1,065,127	1,034,308	1,076,476	42,168	4.08
Services & Supplies	1,276,156	2,602,874	1,984,227	2,619,368	635,141	32.01
Fixed Assets	7,968	350,000	45,473	350,000	304,527	669.69
Intrafund Transfers	(109,908)	(113,463)	(110,939)	(113,463)	(2,524)	2.28
Total Requirements	2,119,714	3,904,538	2,953,068	3,932,381	979,313	33.16
Net County Cost	\$ (13,974,056)	\$ (12,224,385)	\$ (12,535,812)	\$ (12,915,760)	\$ (379,948)	3.03%

Final Budget Summary of Recorder Functions:

Revenues/Appropriations	FY 2004-2005	FY 2005-2006	FY 2005-2006	FY 2006-2007	Change from FY 2005-2006	
	Actual Exp/Rev	Budget As of 6/30/06	Actual Exp/Rev ⁽¹⁾ As of 6/30/06	Final Budget	Actual Amount	Percent
Charges For Services	\$ 0	\$ 648,168	\$ 0	\$ 648,168	\$ 648,168	0.00%
Total Revenues	0	648,168	0	648,168	648,168	0.00
Salaries & Benefits	2,850,866	2,971,552	2,778,782	3,190,719	411,937	14.82
Services & Supplies	5,309	0	2,695	0	(2,695)	-100.00
Total Requirements	2,856,175	2,971,552	2,781,477	3,190,719	409,242	14.71
Net County Cost	\$ 2,856,175	\$ 2,323,384	\$ 2,781,477	\$ 2,542,551	\$ (238,926)	-8.59%

Final Budget Summary of Clerk Functions:

Revenues/Appropriations	FY 2004-2005	FY 2005-2006	FY 2005-2006	FY 2006-2007	Change from FY 2005-2006	
	Actual Exp/Rev	Budget As of 6/30/06	Actual Exp/Rev ⁽¹⁾ As of 6/30/06	Final Budget	Actual Amount	Percent
Salaries & Benefits	\$ 1,228,887	\$ 1,229,195	\$ 1,235,580	\$ 1,328,176	\$ 92,596	7.49%
Services & Supplies	40,470	0	28,519	0	(28,519)	-100.00
Fixed Assets	0	0	28,554	0	(28,554)	-100.00
Total Requirements	1,269,357	1,229,195	1,292,653	1,328,176	35,523	2.75
Net County Cost	\$ 1,269,357	\$ 1,229,195	\$ 1,292,653	\$ 1,328,176	\$ 35,523	2.75%

Final Budget Summary of Information Services:

Revenues/Appropriations	FY 2004-2005	FY 2005-2006	FY 2005-2006	FY 2006-2007	Change from FY 2005-2006	
	Actual Exp/Rev	Budget As of 6/30/06	Actual Exp/Rev ⁽¹⁾ As of 6/30/06	Final Budget	Actual Amount	Percent
Charges For Services	\$ 558,115	\$ 0	\$ 0	\$ 0	\$ 0	0.00%
Total Revenues	558,115	0	0	0	0	0.00
Salaries & Benefits	585,634	585,910	608,756	637,149	28,393	4.66
Services & Supplies	528,269	1,196,425	299,220	1,487,182	1,187,962	397.02
Fixed Assets	916,391	154,350	175,576	154,350	(21,226)	-12.09
Total Requirements	2,030,294	1,936,685	1,083,552	2,278,681	1,195,129	110.30
Net County Cost	\$ 1,472,179	\$ 1,936,685	\$ 1,083,552	\$ 2,278,681	\$ 1,195,129	110.30%

Final Budget Summary of Financial Services:

Revenues/Appropriations	FY 2004-2005		FY 2005-2006	FY 2005-2006		Change from FY 2005-2006					
	FY 2004-2005		Budget	Actual Exp/Rev ⁽¹⁾	FY 2006-2007	Actual					
	Actual Exp/Rev	As of 6/30/06	As of 6/30/06	As of 6/30/06	Final Budget	Amount	Percent				
Salaries & Benefits	\$	480,434	\$	481,705	\$	469,704	\$	512,936	\$	43,232	9.20%
Services & Supplies		487		3,000		5,460		3,000		(2,460)	-45.06
Total Requirements		480,921		484,705		475,164		515,936		40,772	8.58
Net County Cost	\$	480,921	\$	484,705	\$	475,164	\$	515,936	\$	40,772	8.58%